



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>2/22/74</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. <b>GFD-4</b>		Date Received <b>FEB 28 1974</b>	Application No. <b>74-81</b>	Date Completed <b>MAR 22 1974</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Game &amp; Fish - Law Enforcement 270 Washington St.S.W., Atlanta, Georgia 30334</b>		4. Person to Contact <b>Idabel Donaldson</b> <i>Id</i>		
		5. Working Title <b>Admin. Assistant</b>	6. Tel. No. <b>656-3510</b>	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1968 to date</b>	9. Exact Series Title <b>Hunting &amp; Fishing Violation Report File</b>
---	---

10. What is the function of the office in which this record series is created?

The Game and Fish Division is responsible for the identification, protection, and Conservation of the Fish and Wildlife Resources of the State, and for providing fishing, hunting, and outdoor experiences of the citizens through education, public information, and law enforcement; providing public access to and use of wildlife habitats and natural areas on both public and private lands; and preserving the environment of rare and endangered species.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Accounting for arrests and confiscations of equipment in connection with violations of the State Game and Fish regulations issued by the Department.

Included are: Report of Night Deer Hunting and/or Illegal Fishing Violation (no form no.)

File is arranged: Alphabetically by county.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1/2	
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	2	1
				1	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency? ☒ [ ] [ ]  
 Law Dept keeps a copy for 3 yrs after all legal action is concluded.
15. Is the information contained in this series ever summarized or published? ☐ [ ] [x]  
 Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] [x]

24. REQUIREMENTS. The following requires the files to be kept (see below) years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)

( see below)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [x] OTHER (see below), then:

- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ [ ] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☒ [x] Other: (Specify)

A. Open Violation Report File: retain in current files area until all legal action and fines against the violator <sup>are</sup> concluded; then transfer file to Closed Violation Report File.

B. Closed Violation Report File: Cut off file each calendar year; hold in current files area 7 years; transfer to State Records Center; hold 1 year; then destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	2/27/74	<i>[Signature]</i>	2/27/74
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>[Signature]</i>	2/27/74
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Nijon</i>	3-19-74
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	3-18-74
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>R. W. Shuff</i>	3-18-74

STATE RECORDS  
COMMITTEE